

SIKKIM



GOVERNMENT

GAZETTE

**EXTRAORDINARY
PUBLISHED BY AUTHORITY**

Gangtok

Thursday 04th March, 2021

No. 62

**GOVERNMENT OF SIKKIM
SOCIAL JUSTICE & WELFARE DEPARTMENT
LUMSEY, 5TH MILE, TADONG**

NO: 08/SJ&WD/SWD/2021

Dated: 26/02/2021

NOTIFICATION

The Governor of Sikkim is pleased to prescribe the following guidelines that are required to be followed by the registered Non-Governmental Organizations/ Voluntary Organizations/ Societies/Trusts of Sikkim to apply for Grant-in-Aid to the Social Justice and Welfare Department, Government of Sikkim working in the field of any one field or a combination of more than one fields namely disabilities, drugs abuses, Old age/ senior citizens, orphans, destitutes and mental health.

1. (a) The Non-Governmental Organization herein- after referred to as NGO/Voluntary Organization/Society/ Trust shall be either registered under the Notification NO: 2602A/H, dated 25/03/1960 Or Sikkim Regulation of Societies Association and other Voluntary Organisation Act, 2008 and the Indian Trust Act, 1882.
- (b) NGO/ Voluntary Organization/ Society/ Trust working for welfare of Children with Autism, Cerebral Palsy, Mental Retardation and Multiple Disabilities shall be registered as per procedure provided under sub section (1) of section 12 of National Trust Act, 1999 read with Regulation 6 of Board of Trust Regulations 2001;
- (c) NGO/ Voluntary Organization/ Society/ Trust running institution for care of mentally ill persons shall be registered under section 66 of Mental Health Care Act 2017 read with Rule 12 of Mental Health Care (State mental health authority) rules 2020;
- (d) NGO/ Voluntary Organization/ Society/ Trust running institutions for Persons with Disabilities shall have Certificate of registration from a competent authority as defined under section 49 and requirements and procedures laid down as per sections 50 and 51 of Rights of Persons with Disabilities Act 2016 read with Rule 7 of Sikkim Rights of Persons with Disabilities Rules 2017;
- (e) NGO/ Voluntary Organization/ Society/Trust running De-addiction and Rehabilitation Centre shall have license from licensing authority namely Programme Director, Sikkim

Anti Drugs Unit and Director/ Special Secretary/ Additional Secretary, Social Justice and Welfare Department as defined under sub rule (1) of Rule (6) of Sikkim De-addiction and Rehabilitation Centre Rules 2019.

2. The NGO/ Voluntary Organization/ Society/Trust should have seen existed and worked actively for at least last (3) three years at the time of applying for Grant-in- Aid and shall have the following requirements namely:
 - (a) The NGO/Voluntary Organization/Society/Trust should have a proper Constitution duly defining the overall activities, and shall have a managing body with its powers, functions and responsibilities clearly defined and laid down in writing;
 - (b) The NGO/Voluntary Organization/Society/Trust should have a Trust Deed or Memorandum of Association. The Trust Deed or Memorandum of Association shall clearly contain the aims and objectives, stating that the Organization is working in any one or combination of more than one fields namely; disabilities, drug abuse, old age, orphans and destitute;
 - (c) The NGO/Voluntary Organization/ Society/Trust shall have the required resources, infrastructure and trained personnel for carrying out the objectives in the field they have under taken;
 - (d) The NGO/Voluntary Organization/Society/Trust should not be run for profit to any individual or to a body of individuals;
 - (e) The NGO/ Voluntary Organization/ Society/ Trust funded by the appropriate Government shall provide access to rehabilitation and treatment at affordable cost, of good quality, in sufficient quantity and accessible geographically to the people in the field they are working with namely; persons with disabilities, drug addictions, old age people/ senior citizens, orphans, destitute and people suffering from mental health, and shall not discriminate them on the basis of gender, sex, religion, culture, caste, social or political beliefs, class, disability, their plight or any other basis;
 - (f) The NGO/Voluntary Organization/Society/Trust which runs shelter homes, destitute homes, half way homes, special schools for Children with disabilities, rehabilitation programme for Persons with disabilities and rehabilitation cum de-addiction programme for drug addictions, orphanage homes, old age home shall take appropriate measures to protect the residents from any kind of violence, abuse both mentally and physically, and shall nurture and provide due care and cure to the residents at any cost;
3. The following enclosures are required to be enclosed during applying for Grant in Aid:-
 - (a) Renewal Certificate of registration of NGO/Voluntary Organization/ Society issued by the Law Department, Government of Sikkim;
 - (b) The Trusts registered under Indian Trust Act 1882 shall submit valid renewal certificate from competent authority;
 - (c) NGO/ Trusts registered under National Trust for welfare of Persons with Autism, Cerebral Palsy, Mental retardation with multiple Disabilities Act, 1999 should submit

renewal of registration after a period of five (5) years as per Regulation 6(4) and 7 (3) of Board of Trust Regulations 2001;

- (d) NGO/Voluntary Organization/Society/Trust running institution for mentally ill persons shall submit renewed Certificate of Registration from competent authority as per Rule 12 and 13 of Mental Health Care (State mental health authority) Rules 2020;
- (e) NGO/ Voluntary Organizations/ Society/ Trust running institutions for Persons with Disabilities shall have certificate of registration from a competent authority as per Rule 7 of the Sikkim Rights of Persons with Disabilities Rules, 2017;
- (f) NGO/ Voluntary Organizations/ Society/ Trust running old age home in the State as mandated under section 19 of the Maintenance and Welfare of Parents and Senior Citizens Act, 2007 shall be liable to accommodate such senior citizens who are indigent or are referred for such accommodation as per Rule 20 of the Sikkim Maintenance and Welfare of Parents and Senior Citizens Rules 2014 and shall manage the old age home as per requirement under Rule 21 of the said Rule.
- (g) Budget estimates for the next financial year for which the Grant in Aid is required (both recurring and non recurring items) should be submitted to the Department of Social Justice & Welfare latest by September of the current financial year;
- (h) Audited annual report shall contain the following:-
 - (i) copy of annual activities carried out for previous two years;
 - (ii) audited accounts for two preceding years with details of item wise expenditure incurred on each sanctioned items vis-à-vis the grant sanctioned along with details of unutilized expenditure if any, and the same shall be treated as Utilization Certificate for the purpose of grant-in-aid;
 - (iii) details of staff employed which includes name, gender, address, contact number and qualifications and experience,
 - (iv) details of gender wise beneficiaries along with proper address, contact numbers being benefitted by the said NGO/Voluntary Organization/ Trust;
 - (v) details of office bearers and the member of the managing committee which includes name, gender, address, contact number, qualifications and experience;
 - (vi) details of joint account, updated pass book and ledger.

This Notification supersedes the earlier Notification NO: 07/SJ&WD/SWD/2020 dated 30/09/2020 issued in this regard.

By order and in the name of the Governor.

**Tshewang Gyachho, SCS
Secretary**

